

FARMWORKER HOUSING GRANT PROGRAM

Department of Housing and Community Development
P.O. Box 952054
Sacramento, CA 94252-2054
(916) 324-0695

FWHG USE ONLY
Application No. _____
Date Received _____
Reviewer _____

APPLICATION**I. APPLICANT/SPONSOR**

A. Name: _____ ☐ Public Entity
Address: _____ ☐ Nonprofit Corporation
Contact Person: _____
Telephone: _____ Fax Number _____ ☐ Other: _____
E-mail Address: _____ Federal Tax I.D. # _____

B. Legislative District of Applicant _____ of Project _____
Assembly District _____ Assembly District _____
Senate District _____ Senate District _____

C. Consultant (if applicable) Name: _____
Address: _____
Contact Person: _____ Telephone: _____
Fax Number: _____ E-mail Address: _____

II. PROJECT/DESIGN INFORMATION

A. Name of Development: _____

B. Location (Address): _____

C. Activity Amount Requested

Predevelopment (from page 9)	\$ _____	Square Footage
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Homeownership	\$ _____	New Construction	_____
No. of Assisted Units: _____	\$ _____	Rehabilitation	_____

Rental	\$ _____	New Construction	_____
No. of Assisted Units: _____	\$ _____	Rehabilitation	_____

Cooperative	\$ _____	New Construction	_____
No. of Assisted Units: _____	\$ _____	Rehabilitation	_____

TOTAL AMOUNT REQUESTED \$ _____

MATCHING SHARE \$ _____ See Page 6, Item B.

D. Type of housing proposed:

<input type="checkbox"/> Townhouse	<input type="checkbox"/> Single Family	<input type="checkbox"/> Condominium	<input type="checkbox"/> Duplex/Triplex
<input type="checkbox"/> Apartment	<input type="checkbox"/> Mobilehome	<input type="checkbox"/> Other _____	

II. PROJECT/DESIGN INFORMATION (continued)

E. Enclose the following exhibits:

1. A copy of the articles of incorporation of the corporation or cooperative, or in the case of a public agency other than a city or county, its authorizing resolution (Exhibit A)*.
2. A current copy of the by-laws of the corporation, cooperative, or the governing body of the public agency (Exhibit B)*.
3. A list of the board of directors of the corporation, cooperative, or the governing body of the public agency (Exhibit C).
4. A recent financial statement of the applicant organization including a balance sheet and income statement (not required from public entities) (Exhibit D).
5. Board resolution authorizing a grant application and contract (Exhibit E).
6. Plans and Specifications (Exhibit F)**. Include name and telephone number of architect and indicate current status of design approvals.
7. A schedule of sale and/or rental prices (Exhibit G).

* Do not submit if you have an executed HCD-Standard Agreement for housing activities within the last three years.

** Do not submit if your development is or will be financed by USDA-RD, CHFA or other HCD programs.

F. Provide a summary of the proposed project including recent history of events in the selection of this site and describe in detail the proposed work scope.

II. PROJECT/DESIGN INFORMATION (continued)

G. How do you propose to assist low- and very low-income households and maintain the project cost effectiveness (project average housing cost)?

H. Describe your organization's capacity to undertake this project and the project's feasibility. Include letter of commitment or application for administration funding (Exhibit H), a Certificate of Status (Exhibit I) and Statement of Officers (Exhibit J).

II. PROJECT/DESIGN INFORMATION (continued)

- I. In a narrative form, provide the terms and conditions of funding sources (other than HCD) that are being proposed and the current status of such funding. Enclose exhibits for total development costs per unit and square foot, and letters of commitment or applications for construction/interim financing (Exhibit K) and for permanent financing (Exhibit L).

J. List any Innovative or Other Special Features and/or Amenities:

- K. If this is a rental project, describe the project ownership structure, including any anticipated planned changes. If there are multiple partners or affiliated organizations, explain the role of each including the initial Limited Partner.

II. PROJECT/DESIGN INFORMATION (continued)

- L. List any program or financial assistance you have received from HCD during the past three years. Include dates, amounts and a contact person for each program, including any adverse action taken by HCD in the last five years.

III. ESTIMATED DEVELOPMENT COSTS

A. Sources and Uses - Predevelopment and Construction

PROPOSED SOURCES AND USES PRE-DEVELOPMENT AND CONSTRUCTION

USES	FWHG	HCD #2	LENDER #1	LENDER #2	LENDER #3	OWNER'S CONTRIBUTION	TOTAL
Land Acquisition							
Off-site Improvements							
Site Improvements							
Soils report							
Engineering							
Architecture							
Legal - Real Estate							
Accounting							
Appraisal							
Construction Interest							
Application Fees							
Construction							
Contingency							
TOTAL							

Proposed lenders during pre-development, construction and lien position

Lender # 1		\$
Lender # 2		\$
Lender # 3		\$
Lender # 4		\$
Lender # 5		\$
Owner's Contribution		\$
	Total	\$

III. ESTIMATED DEVELOPMENT COSTS (continued)

B. Sources and Uses - Permanent Financing and Closing Fees

USES	PROPOSED SOURCES AND USES PERMANENT FINANCING AND CLOSING FEES					OWNER'S CONTRIBUTION	TOTAL
	FWHG	HCD #2	LENDER #1	LENDER #2	LENDER #3		
Pay Const/ Loan # 1							
Pay Const/ Loan # 2							
Pay Const/ Loan # 3							
Pay Const/ Loan # 4							
Pay HCD Const. Loan							
Rollover Equity							
Rollover FWHG funds							
Syndication Fees							
Permanent Loan Fees							
Developer Fee							
Vacancy Reserve % TDC							
Operation Reserve % TDC							
Audit							
TOTAL							

Proposed lenders for permanent finance and Lien Position

Lender # 1		\$
Lender # 2		\$
Lender # 3		\$
Lender # 4		\$
Lender # 5		\$
Owner's Contribution/Equity		\$
Grand Total Permanent Finance		\$
Less FWHG Funds		\$
Equals Match		\$
Total Number of Units		
Total Cost per Unit	\$	
Total per Square Foot	\$	
Number of Assisted Units		
Average FWHG cost per assisted unit	\$	

C. Are you planning to implement resale restrictions and/or equity sharing deeds of trust and/or promissory notes? Yes (Exhibit M) No If yes, indicate lien position # above.

IV. MARKET AND FAMILY AFFORDABILITY DATA

A. Has a market study been done for this project? ☐ Yes (Exhibit N) ☐ No

B. Number of farmworker families to be served: _____

C. Target income range to be served: \$ _____

D. County Median Income \$ _____

E. Average family housing payment levels:

1. Assisted (for families to be housed in units constructed with assistance from the FWHG Program and to be identified as "assisted units.")

- Rents/Mortgages \$ _____
- Taxes/Insurance \$ _____
- Utilities \$ _____
- Fees (if applicable) \$ _____

TOTAL \$ _____

HOMEOWNERSHIP

Unit Size	Proposed Sales Price	Proposed 1st Mortgage	FWHG Assistance	Other Assistance
2-Bedroom				
3-Bedroom				
4-Bedroom				
5-Bedroom				

RENTAL PROJECT

Apartment Size	Very-Low Rent < 50%	Low Rent < 80%	Moderate > 80%	Fair Market
1-Bedroom				
2-Bedroom				
3-Bedroom				
4-Bedroom				

2. Non-Assisted (Market Rate)

- Rents/Mortgages \$ _____
- Taxes/Insurance \$ _____
- Utilities \$ _____
- Fees (if applicable) \$ _____

TOTAL \$ _____

E. Target percent of income for housing: from _____% to _____%

F. Estimated grant required per unit: Rental \$ _____ Homeownership \$ _____

V. RELOCATION

Is the proposed site currently occupied?

☐ Yes

☐ No

If yes, answer the following:

A. What is the current plan for disposition of the structures?

B. Have you developed a relocation plan?

☐ Yes, Exhibit O

☐ No

VI. SITE

A. Present Owner

Name: _____

Telephone: _____

Address: _____

B. Site Control - check one:

☐ Site owned by Applicant (Exhibit P)

☐ Negotiations under way

☐ Option/Purchase agreement obtained (Exhibit Q)

☐ Other: _____

Expiration date of Option/Purchase agreement _____

C. Approval by Lender - check one:

☐ Site has been approved by Lender (Exhibit R).

☐ Site has not been approved by Lender. Status of approval process is: _____

D. Special Hazards/Utilities

1. Has soils report been obtained

☐ Yes (Exhibit S)

☐ No, will be obtained from _____

(firm name)

by: _____ (date)

2. Is property in a flood plain?

☐ Yes

☐ No

If yes, explain design features that will mitigate this potential hazard: _____

3. Are utilities, water and sewer services now available for this site?

☐ Yes

☐ No

If not, explain how you will obtain these services: _____

VI. SITE (continued)

- E. Assessor's Block and Parcel Number: _____
- F. Size: _____ acres
Density: _____ units/acre
- G. Enclose site map (Exhibit T).
- I. Enclose current preliminary title report (Exhibit U). Date of report: _____
- J. Enclose most recent appraisal or other cost data (Exhibit V). Date of data: _____

VII. LOCAL APPROVALS

A. Zoning

Is the site presently zoned for the proposed use?

☐ Yes, zoning is _____

☐ No, zoning is _____

B. Subdivision (answer for homeownership and cooperative projects only).

Does this project have subdivision approval? ☐ Yes ☐ No

If yes: ☐ Tentative map approval obtained, submit as Exhibit W.
☐ Final map approval obtained, submit as Exhibit X.
☐ Dept. of Real Estate - Subdivision public report, submit as Exhibit Y.

If no, what is current status? _____

C. Opposition/Obstacles (Identify known opposition or obstacles to this project): _____

D. If your organization is a local governmental entity, do you have Article 34 authority?
(Rental only)

☐ Yes ☐ No ☐ Not applicable

If no, explain status of efforts for Article 34 approval: _____

VIII. ANTICIPATED COMPLETION SCHEDULE

- A. Permanent financing will be obtained by: _____
- B. Site option will expire on: _____
- C. Title will transfer by: _____
- D. Site development will begin by: _____
- E. Unit construction will begin by: _____
- F. Construction will be completed by: _____
- G. Full occupancy will be accomplished by: _____
-
-

APPLICATION AUTHORIZATION**A. THIS APPLICATION WAS PREPARED BY:**

(Name)

(Title)

(Signature)

Date: _____ Phone: _____

B. THIS APPLICATION SUBMITTAL IS AUTHORIZED BY:

I/We certify that the information and statements submitted in, and as attachments to, this application are true, accurate and complete to the best of my/our knowledge. I/We authorize the Department of Housing and Community Development to verify any information pertaining to this application. I/We acknowledge and understand that if facts and/or information herein are found to be misrepresented, it may constitute grounds for rejection of the application, or default of the Farmworker Housing Program grant for which the application is being made.

(Name)

(Title)

(Signature)

Date: _____ Phone: _____

EXHIBIT CHECK LIST

EXHIBIT ITEM	NAME OF EXHIBIT	APPLICATION SECTION #	APPLICATION N PAGE #	(FWHG use only) RECEIVED
A	Articles of Incorporation/Authorizing Resolution	II	2	
B	Current bylaws of corporation, cooperative, or governing body of public agency	II	2	
C	Current list of Board of Directors of corporation, cooperative or governing body of public agency	II	2	
D	Current financial statement including a balance sheet and income statement (not required of public agencies)	II	2	
E	Board resolution authoring a grant application and contract	II	2	
F	Plans and specifications (not required if project receiving major funding from RD, CHFA or another HCD program)	II	2	
G	Schedule of sale/rental prices	II	7	
H	Letter of commitment or application for administration funding	II	3	
I	Certificate of Status*	II	3	
J	Statement of Officers*	II	3	
K	Letter of commitment or application for construction/ interim financing	II	4	
L	Letter of commitment or application for permanent financing	II	4	
M	Resale restrictions and/or equity sharing			
N	Market study	IV	7	
O	Relocation plan	V	7	
P	Grant deed	VI	8	
Q	Option or Purchase Agreement	VI	8	
R	Site approval letter from lender	VI	8	
S	Soils report	VI	8	
T	Site map	VI	9	
U	Preliminary title report	VI	9	
V	Appraisal or other cost data	VI	9	
W	Tentative map approval	VII	9	
X	Final map approval	VII	9	
Y	Subdivision public report	VII	9	

*May be obtained from the office of the Secretary of State.